

CASE INITIATION

Choose the type of case you are creating from the 'Case Type' drop-down list. Once you have selected the type, put in the case number omitting the type designation.

When you select the category for your case, iCIS will automatically offer only the subcategories which match the category you have chosen. Use the drop-down list or begin typing the first letter of your choice until it displays in the box. If you wish to add an additional subcategory, find it by scrolling down the list and clicking on it

The screenshot shows the 'CV Admin online' interface in a Microsoft Internet Explorer browser. The page title is 'CV Admin online' and the URL is 'http://icislogonkey=4815266738trantime=712913032%204:22:59%20PM#'. The page has a blue header with 'Entry: Inquiry | Administrative | Tasks' and a 'Case Initiation: [No Selected Case]' status. The form contains the following fields:

- Case Type: [Civil]
- Case Number: [2002090895] Permit: [10]
- Category: [130-Contracts]
- Primary Subcategory: [133-Foreclosure]
- Add Subcategory(s): [131-Account (Open or Stated), 133-Foreclosure]
- Branch: [Mesa]
- Fictitious: ☐
- File Date: [5/3/2002]
- Emergency Order: [Temp Rest Order]
- Case Note: []
- Access Control: [No]
- Close Date: []
- Arbitratable Type: [Yes] ABB Date: [5/3/2002]

At the bottom are three buttons: 'Continue', 'Cancel', and 'Clear'. The taskbar at the bottom shows 'Start', 'Internet Explorer', 'iCIS Civil Training...', 'Maricopa County...', and 'Local intranet'.

Annotations:

- A box on the left says: 'If party names are not available during case initiation, check the 'Fictitious' box.' with an arrow pointing to the 'Fictitious' checkbox.
- A box on the right says: 'If the category you have chosen has subcategories, those choices will show on the drop-down lists for 'Primary Subcategory' and 'Addl' with arrows pointing to the 'Primary Subcategory' and 'Add Subcategory(s)' dropdowns.

with your mouse.

Click **Continue** to resume case initiation.

Originating Court/County

The next screen in the case initiation process allows you to designate where the case actually originated. From the drop down lists choose the court and county.

The screenshot shows the 'CV Admin online' interface. At the top, there's a navigation bar with 'Home', 'Inquiry', 'Administration', and 'Tasks'. Below this, there's a section for 'Originating Court' and 'County', both with dropdown menus. The 'Originating Court' dropdown is currently set to 'Superior' and the 'County' dropdown is set to 'Harrison County'. A 'Continue' button is located at the bottom of the form.

Click **Continue** to resume the initiation process.

Add Parties to Case

The **Add Parties to Case** screen will open. Information for five parties can be entered at one time.

Enter all party information by typing or choosing from the drop down lists. When you tab to the 'Start Date' field it will auto populate with the case's initiation date.

The screenshot shows the 'Add Parties to Case' screen in the CV Admin online system. It features a table with columns for 'IP Profile', 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'DOB', 'Sex', 'Relationship', 'Primary Role', and 'Start Date'. There are three rows of data entered. The first row has 'Mark' as the first name, 'Lee' as the last name, and 'Spouse' as the relationship. The second row has 'Jacob' as the first name, 'Lynn' as the last name, and 'Spouse' as the relationship. The third row has 'Bella Horizon Homes' as the first name and 'Undesignated' as the relationship. A callout box points to the 'IP' dropdown in the first row, stating 'IP' designates Interested Party. Another callout box points to the 'B' dropdown in the third row, stating 'B' designates Business. A dotted box at the bottom right contains the text: 'If your case has more than 5 parties, fill in all records then click the **Add More** button. iCIS will perform the search for duplicates, then empty the fields to allow the addition of more parties.'

Click **Continue** to resume case initiation

Party Inquiry Screen

To avoid duplicating a party that already exists, iCIS will now search its database for each new party you have entered in the previous screen and return all similar party names.

CV Admin online

Entry | Inquiry | Administration | Tools

Party Inquiry: EX036199295 | 30 | Name: Subject: 100 | First Name: | Last Name: | DOB: 07/06/1981 | Sex: Male | Relationship: Spouse | Photo: [icon]

Search Criteria

Last Name	First Name	Middle Name	DOB	Sex	Relationship	Photo
Townsend	Mark	Lee	07/06/1981	Male	Spouse	[icon]

[Add As New](#) [Disregard Entry](#)

Database Matches For Attempted Entry

(SP PERSON) - Last Name, First Name, DOB, SEX, SSN	(SP BUSINESS) - Business Name	DOB	Sex	SSN	Actions
Townsend, Mark, L			Male	526-88-6706	Add To Case More Info
Townsend, Mark, L			Male		Add To Case More Info

If you do not wish to add the name, click 'Disregard Entry'. The first party's name will disappear and successive names will be checked for

If the party name does not exist, click the 'Add As New' button. The name will be added to the case and successive names will be checked for duplication.

If the party you added already exists you can click the 'Add To Case' link. The party name will be added to the new Civil case and successive names will be checked for duplication.

Click the [blue 'More Info'](#) link on the right to view more information about the party. In future enhancements the 'Photo' tab will contain a picture of the party.

More Info for Janet Denise Townsend - Sex: Female - DOB:

Addresses	AKAs	Associations	Dockets	Hearings	Legal Numbers	Photo	Services
Type:				Number:			
Atlas Number				0001S2935401			
Social Security Number				526-77-9529			

AKA Screen

In order to further identify people in the case, the AKA screen displays. Type in other names the parties are known by and choose an AKA type from the drop-down

Name	AKA First Name	AKA Middle Name	AKA Last Name	AKA Business Name	AKA Type
Dobbs, Larry	Larry		Dobbs		Also Known As
Dobbs, Dee	Dee		Marshall		Also Known As

Name	AKA Names
Dobbs, Larry	none
Dobbs, Dee	none

list on the right.

The lower section of the window will display other names the parties have used.

Name	AKA Names
Dobbs, Larry	Also Known As - Larry Dobbs,
Dobbs, Dee	Maiden Name - Dee Marshall,

Click **Add More** to add more AKA names or **Continue** to continue case initiation.

Social Security Numbers, etc.

When all AKA names have been added the 'Social Security Numbers, etc.' screen will open. Record each party's pertinent information in this screen. If you have selected a pre-existing party their information will display in the lower section of this window.

Name	SSN	Badge ID	Home Phone	Work Phone	Mobile Phone	e-Mail Address
Townsend, Mark Lee	354-73-1779		(602)-621-7940	(602)-321-7149		
Townsend, Janet Denise	354-73-1779		(602)-621-7940	(602)-411-6402		
Julie Harrison Holmes						

Name	Date
Townsend, Mark Lee	None
Townsend, Janet Denise	SSN: 324-72-9529
Julie Harrison Holmes	None

Click **Continue** to move to the 'Person Address' screen.

Person Address

An address screen will open for each party in the case.

Enter New Address:

Street: 1021 W Campbell Street 2:
City: Phoenix State: Arizona
Zip Code: 85031 Country: United States
Type: Home Start Date: 7/18/2000

Is this the primary address? ☒
Or Pick an Existing Address in this Case:
There are no existing addresses for this Person.

Continue Add More

Fees For People In The Case

The 'Fees' screen allows you to record fee information for each party in the case by choosing from the drop-down list for each.

Name	Fee Type
Townsend, Mark Lee	None
Townsend, Janet Denise	None
Hulse Horizon Homes	None

Click **Continue** to resume case initiation.

Attorneys In Case

When a case is initiated all parties in the case are designated as 'Pro Per' (representing themselves). (Note Attorney Name in the 'Existing Assignments' section at the bottom of the

Attorney Name	Bar Number	Status	Assign Date	Assign Reason	Withdraw Date	Withdraw Reason
Hulse Horizon Homes	00000	Pro Per	6/1/2002			
Townsend, Janet Denise	00000	Pro Per	6/1/2002			
Townsend, Mark Lee	00000	Pro Per	6/1/2002			

screen.)

Assigning An Attorney To A Party

In the top section of the 'Attorneys in Case' screen fill in as much information as you have to conduct an attorney search then click the **Search** button or press the **Enter** key.

Attorney Search Criteria				
Last Name	First Name	Middle Name	BarID#	Search Results
Brown	David			

The results of the search now display on the drop down list under 'Search Results'.

Attorney Search Criteria				
Last Name	First Name	Middle Name	BarID#	Search Results
Brown	David			Search Results (50 max)
				Search Results (50 max)
				Brown, David O (000182)
				Brown, David Albert (006827)

Click the name of the desired attorney on the drop down list. The attorney's Bar ID# will automatically populate the 'Bar ID' field in the 'Parties to Assign' (center) section

Parties to Assign		
Bar#: 000182	Assign Date: 7/30/2002	Side 1 <input checked="" type="checkbox"/> <input type="checkbox"/>
Assign Reason: Notice Of Appearance	Type: <input checked="" type="radio"/> Primary <input type="radio"/> Additional	<input checked="" type="checkbox"/> Nulte Horizon Homes. (Petitioner)
		Side 2 <input checked="" type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> Townsend, Mark Lee (Respondent)
		No Side <input checked="" type="checkbox"/> <input type="checkbox"/>

'Primary' is checked by default.
Choose 'Additional' if adding a secondary attorney

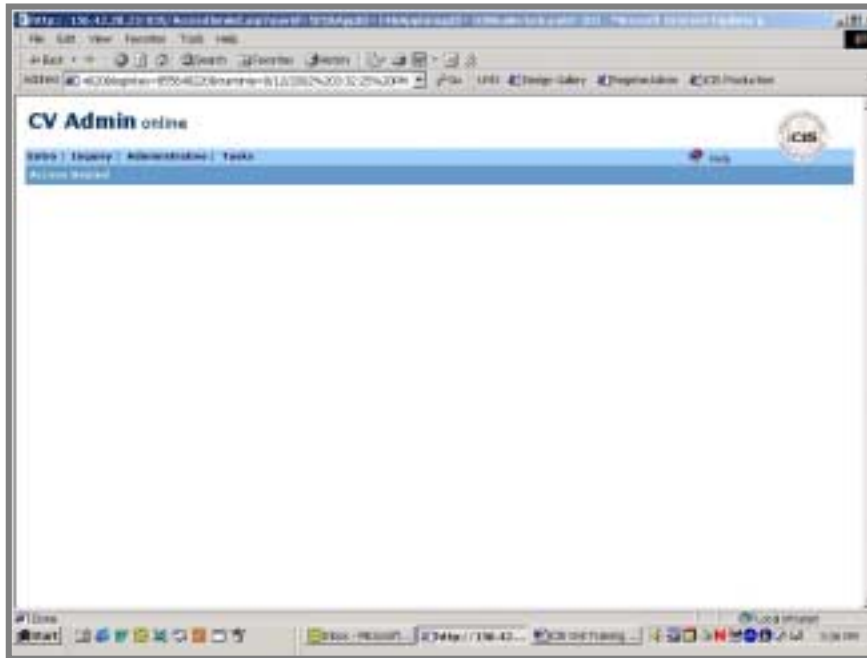
Select the party(ies) being represented by the attorney by placing a check mark in the box beside their name. If all parties on a side are being represented by the attorney you are assigning, you can check all party names by clicking the blue check mark ☒ beside the Side name. (You can also tab to the check box and press your space bar.) If you wish to deselect all party names on a side, click the red **X**. Click **Continue** to save your addition and resume case initiation.

Existing Assignments							
Nulte Horizon Homes							
Type	Attorney Name	Bar Number	Status	Assign Date	Assign Reason	Withdraw Date	Withdraw Reason
<input checked="" type="radio"/> P <input type="radio"/> A	Brown, David O	000182	Active	7/30/2002	Notice Of Appearance		
Townsend, Janet Denise							
Type	Attorney Name	Bar Number	Status	Assign Date	Assign Reason	Withdraw Date	Withdraw Reason
<input type="radio"/> P <input checked="" type="radio"/> A	Pro Per	000000	Active	6/3/2002		7/30/2002	

New Attorney Record

If you wish to assign another attorney to this party or to another party, click **Add More** and repeat the instructions above.

The next screen that appears formally ends the case initiation process for Civil Admin.



If your security level includes Clerk of the Court Staff the case initiation process will continue through two or more screens, shown below.

Add Docket Entry

The Docket Information screen is now available to record docket item(s).

This is the final case initiation screen.

A screenshot of the 'CV COC Staff online' interface. The browser title is 'Meigs County Superior Court - Microsoft Internet Explorer provided by Meigs County of Arkansas'. The page has a blue header with the title 'CV COC Staff online' and a navigation menu with links for 'Entry', 'Inquiry', 'Administrative', and 'Tasks'. Below the menu, there is a form for 'Docket Information'. The form includes fields for 'Filing Date', 'Docket Date', 'Hearing Date', 'Hearing Room', 'Person Filing', 'Attorney Filing', 'Bar Number', 'Document Title', and 'Docket Note'. There are also checkboxes for 'Subsequent Filings' and 'Description'. Below the form, there are two sections for 'People in Case - (Side One)' and 'People in Case - (Side Two)'. Each section has a table with columns for 'Assoc.' and 'Name'. In the 'People in Case - (Side One)' section, there are two entries: 'vParson, George (Plaintiff)' and 'vParson, Harshia (Witness)'. In the 'People in Case - (Side Two)' section, there is one entry: 'vInks, Arthur (Respondent)'. At the bottom of the form, there are buttons for 'Add More', 'Save', 'Set Data', 'Bar Code', 'Return', and 'Clear'. There are three annotations: 1. A box on the left says 'Click \'Add More\' to add an additional Docket item' with an arrow pointing to the 'Add More' button. 2. A box on the right says 'Select one of these three for the individual filing the docket' with arrows pointing to the 'Person Filing', 'Attorney Filing', and 'Bar Number' fields. 3. A box at the bottom left says 'Place a check in the box next to the name(s) of the party(s) affected by this docketed item' with arrows pointing to the checkboxes in the 'People in Case' sections. 4. A box at the bottom right says 'Set Data -- Bar Code' with the text 'Please see Clerk of the Court for training on Set Data and Bar Code' and an arrow pointing to the 'Set Data' button.

[illegible]

The Answer Dates screen displays all of the parties in the case. Select the party whose answer you are recording and fill in the filing date of their answer.

The screenshot shows the CV COC Admin online interface. At the top, there is a navigation bar with links: [Entry](#), [Inquiry](#), [Administrative](#), and [Tools](#). Below this, a status bar displays: **Answer Date:** 03/19/2004 **ANS - 787: Larry Dobbs**, **Case No:** 03-1000010, **Sub of:** 03-1000010, **Month:** 03, **Year:** 2004, **Print to PDF**. The main section is titled **New Answer Date Information:** and contains three panels:

- Answer Date:** A text input field containing "03/19/2004" with a calendar icon to its right.
- Parties On Side Zero:** A section with the text "No parties" and a checkbox labeled "Parties On Side Zero" which is checked.
- Parties On Side One:** A section with a checkbox labeled "Parties On Side One" which is checked, and a list of parties: "Dobbs, Larry (Plaintiff)".
- Parties On Side Two:** A section with a checkbox labeled "Parties On Side Two" which is checked, and a list of parties: "Dobbs, Dee (Defendant)".

At the bottom of the interface, there are four buttons: **Save**, **Add More**, **Continue**, and **Return**. The interface is titled "CV COC Admin online" and includes a "Help" link in the top right corner.

Annotations on the screenshot include:

- A box with the text "Select the Party whose answer you are" with arrows pointing to the "Parties On Side One" and "Parties On Side Two" sections.
- A box with the text "Fill in the filing date of the" with an arrow pointing to the "Answer Date" input field.
- A box with the text "Click Save or Continue. Use Add More to keep the screen open and record" with an arrow pointing to the "Continue" button.

At the bottom of the 'Answer Dates' screen all parties in the case will be listed with any existing answer dates recorded to the right.

Use the "Clear" link next to any answer date to erase that date.

Party Name	Answer Date
Dobbs, Dee (Defendant)	10/9/2002
Dobbs, Larry (Plaintiff)	10/11/2002

Buttons: Save, Add More, Continue, Return

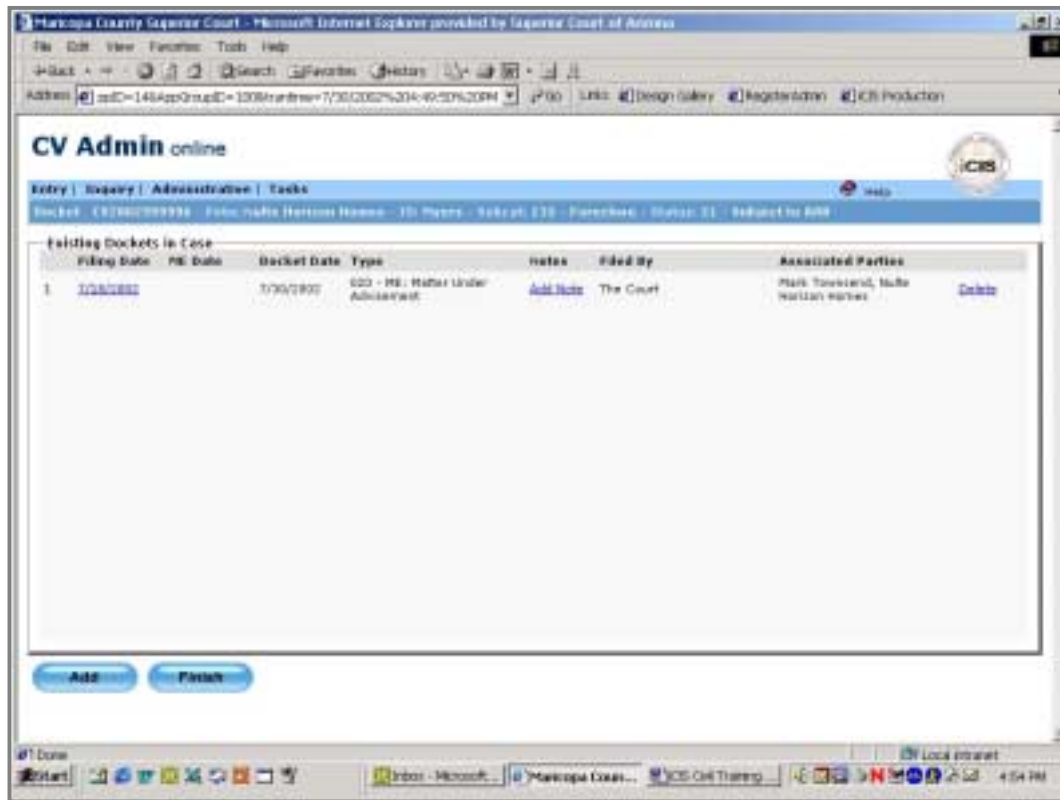
When the 'Answer Dates' screen is complete, click **Continue**.

In this scenario, iCIS will now open the 'Fees', 'Attorneys in Case' and 'Add Docket' screens in turn. Fill in all applicable changes or if there are no changes to be made simply click **Continue** through the screens or **Return** which will take you to the 'Docket' screen.

The screenshots show the following screens in sequence:

- CV Admin online**: Shows a sidebar menu with options like 'Home', 'Attorney Search', 'Party Search', 'Case Search', 'Docket Search', 'Fees Search', 'Attorneys in Case', 'Add Docket', 'Fees', 'Attorneys in Case', 'Add Docket', 'Fees', 'Attorneys in Case', 'Add Docket'.
- CV Admin online**: Shows a search bar and a list of attorneys with columns for Name, Birth, and Address.
- CV CDC Admin online**: Shows a search bar and a list of attorneys with columns for Name, Birth, and Address.

To add another Docket item, click 'Add'. To end the initiation process, click 'Finish'.



To add a note to the existing docket item, click the blue [Add Note](#) link.

Select a date from the calendar or type in a date. Select a note type from the drop-down list.

Add a note to the Note Content window. This window will accommodate a large amount of text.

Add Docket Note

Note Date: 8/15/02

Note Type: Docket Note

Note Content:

Save Add More Cancel

Click **Save** to save your note. Click **Add More** if you wish to add an additional note.

** If you need to edit the information you entered while in the 'Answer Date' screen, go to the Main Page (found under 'Entry' on the Menu Bar).

The screenshot shows the 'CV Admin online' interface in a Microsoft Internet Explorer browser. The address bar shows the URL: http://195.42.28.23/VTS/CM/Main.asp?AppID=503&AppID=148&AppID=148. The page title is 'CV Admin online'. The navigation bar includes links for Entry, Inquiry, Administrative, and Tasks. The case information section shows: Case Number: CV200800002, Case Name: George Jefferson, ID: George, Subject: 191, New Death, Status: 21, Not Subject to ARB. The 'People in Case' section lists two parties: 1. Jefferson, George, Plaintiff (primary), Start Date: 1/1/2002, and 2. Jefferson, George, Witness (primary), Start Date: 1/1/2002. Each party has a link to 'edit'.

Click the blue, underlined name of the party whose answer date you need to edit. This link will open to the party's Personal information screen.

The screenshot shows the 'Personal' information screen for a party. The navigation bar includes links for Entry, Inquiry, Administrative, and Tasks. The case information section shows: Edit Person: Don Gibbs, CV200800002, POF: Larry Gibbs, ID: 191, New Death, Status: 21, Subject to ARB. The 'Personal' tab is selected, showing fields for Prefix, First Name, Last Name, DOB, Relationship, Start Date, Other Party, Language, Disability, Media, Extension, Date, Affidavit Svc Date, and Answer Date. The 'Answer Date' field is highlighted with a red box and an arrow pointing to it from a text box that says 'Edit the party's answer'. The 'Answer Date' field contains the value 1/1/2002. At the bottom are 'Save' and 'Return' buttons.

Click **Save** to save your changes.